

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations.
Voice/CRS Relay (711)

Position:	Staff Services Analyst/ Associate Governmental Program Analyst
Position #:	051-220-5157-XXX 051-220-5393-054
Salary Range:	\$2,817-\$4,446 \$4,400-\$5348
Issue Date:	October 15, 2008
Contact:	Eleanor Alvarez (916) 324-7148
Location:	Personnel/Payroll Services Division 300 Capitol Mall, 10 th floor Sacramento, CA 95816
Final Filing	October 28, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division Personnel/Payroll Services
ATTN: Eleanor Alvarez
300 Capitol Mall, 10th floor
Sacramento, CA 95814

Scope of the Position:

Under the direct supervision of a Staff Services Manager I in the California Automated Travel Expense Reimbursement System (CalATERS) unit, the incumbent performs analytical duties associated with the implementation and operation of the CalATERS. Assignments will generally fall into the areas of implementing CalATERS to newly participating departments, impact analysis of business function requirements, resolving user/system problems and conducting user acceptance testing on system upgrades/modifications. Specific duties include but will not be limited to the following:

Duties will commensurate with level hired.

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Meet with department representatives to demonstrate the CalATERS online application, discuss the tasks needed to implement CalATERS within the department, identify and resolve implementation issues.
- Train department accounting office staff and/or department employees on the effective usage of CalATERS. This includes training associated with implementing the departments, help desk training and initial training.
- Review changes to rules and policies for impact to CalATERS. Assist in the implementation of new processes or procedures required by such changes. Research and respond to client inquiries regarding the use of CalATERS.
- Maintain and monitor the CalATERS to ensure its continued efficient and accurate operation as well as its conformity to state laws, rules and policies, collective bargaining contracts, and departmental policies.
- Define business function requirements for any changes to CalATERS, conduct user acceptance testing of the changes, and coordinate the implementation of those changes.
- Identify and recommend enhancements to CalATERS for more efficient and streamlined system processes and procedures. Define business function requirements associated with the changes.
- Provide backup support to other team members in the unit.

Desirable Qualifications

- Knowledge of or experience using CalATERS;
- Excellent organization and research skills with attention to detail;
- Ability to manage multiple projects
- Ability to adjust priorities and meet deadlines;
- Presentation skills
- Excellent interpersonal and customer service skills
- Work in a team environment
- Punctual and dependable